

INTERNAL DELIBERATIVE DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY
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Sheila
Eckman/R10/USEPA/US
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To Richard Parkin, Palmer Hough, Jeff Frithsen, Judy Smith, Phil North, Cara Steiner-Riley, Bill Dunbar, Marianne Holsman, Hanady Kader, Michael Szerlog, Rachel Fertik, Tami Fordham, Heather Dean, Heidi Nalven, Jenny Thomas, Cindi Godsey, Stephanie Kercheval, Clover Muters, Amy LeFeat, Kit Brandt, Alvin Holman, Matthew Magorrian
cc Linda Anderson-Carnahan, Carol Hubbard
bcc

Subject Welcome to new Bristol Bay SEE

On Monday (12/17), Carol Hubbard will join the Bristol Bay team as a SEE. Her main tasks will be to provide support for FOIA and records management. I've attached a description of her tasks for those who are interested.

Carol's most recent experience was as a SEE in Region 10's Office of Water, where she worked with the Puget Sound Team for several years. Prior to that, Carol had a career in government contracting with the Defense Contract Management Agency.

Please join me in welcoming Carol!



BB SEE tasks 12-13-12.docx

Sheila M Eckman
Bristol Bay Watershed Assessment Project Manager
EPA Region 10 Office of Ecosystems, Tribal and Public Affairs
(206)553-0455

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ETPA – Bristol Bay FOIA/Records SEE – Tasks

December 2012

1. Manage CMS for Bristol Bay

Folders from RA office

Give to Sheila (or Rick if Sheila is not available) for draft response. Can “triage” those needing a template response.

Finalize draft response and concurrence packages and track

Final copies:

- Cc list
- ETPA office manager
- BB folder on g: drive
- Correspondence log
- BB FOIA reading room (ftp site).

Maintain correspondence tracking spreadsheet – expand to include hot links (work with Judy Smith on this)

2. Manage Bristol Bay Records

Manage Bristol Bay folders on g:drive

Move documents from old Quickr site to g: drive

Scan hard copy documents (if practical) or file in Bristol Bay section of ETPA files (Alvin H)

Create e-record of hard copy documents in ETPA files.

Manage administrative record development as appropriate.

3. Manage FOIAs for Bristol Bay

Maintain BB FOIA reading room (ftp site) (work with Judy Smith on this)

Receive incoming FOIAs from FOIA officer.

Work with Sheila and Cara on document collection.

Track responses and deadlines. Follow up with responders.

File responses on g:drive.

Provide initial responsiveness and privilege review as requested.

Assist staff with document collection.

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Manage collection databases.

Provide reports as requested.

4. Assist with management of outreach records.

Maintain and update key stakeholder lists (Judy, Tami)

Maintain list of meetings with Tribes, agencies, communities, congressional, etc. (Judy, Tami)

Assist Judy with collaboration tools as needed.

5. Manage Travel for Bristol Bay

Assist with meeting/travel plans.

6. Provide assistance to ETPA Administrative Team as time allows.